

MINUTES
of the
Full Council meeting held on 9th September 2019
In the Council Chamber at the Town Hall, High Street, Tewkesbury

Present: Cllrs T Walker (Chair), K Brennan, P Aldridge, V Smith, A Carter, C Cody, K Powell, A Rudge, C Danter, H Davis, J Raywood, S Raywood, M Sztymiak.

In attendance: D Hill (Town Clerk); J King (Assistant Town Clerk)
6 members of the public

19/20 - 057 To receive apologies for absence
Apologies for absence were received from Cllr Preedy (personal).

19/20 - 058 To receive declarations of interest
Cllr Brennan declared an interest in the grant application from Tewkesbury Christmas Lights ref:19/20-078

19/20 - 059 To consider requests for dispensation
None requested.

19/20 - 060 To receive written questions from members of the public
One written question was received.
“Can a Mayor issue a Council Corporate Statement having only consulted his or her favourite Councillors, especially if an advertising fee is involved?
Should such a thing be the subject of a Full Council vote for approval?
What if one or more Councillors vehemently challenged the content of the statement?”

Response

The Town Council issues press releases as and when required. Press releases should be prepared by Officers of the council in consultation with the appropriate Member(s). Press releases would generally quote Members only. Press releases do not need to be approved by Full Council.

If a Councillor vehemently challenges the content of the statement, then the Councillor should raise this with the Officers and Member(s) concerned at the time.

A Councillor asked if all press releases could be circulated to all Councillors and could this be written into policy. **Action:** Town Clerk to check if this is already covered under standing orders / media policy.

19/20 - 061 Public participation
A member of the public raised questions regarding:

- The Town Council buildings and the rates that individuals are charged
- Supporting the declaration of a Climate Emergency
- Requesting the results of a mandatory investigation into a public complaint made in 2016

- 19/20 - 062 To note the Mayor's announcements**
- Tewkesbury Town Council funded four sessions of play rangers during the summer holidays. There was a great turnout of 70 children in week one and 100 children in week two.
 - Warwick Place play area work will start towards the end of October.
 - Save the date. The annual Remembrance Parade will take place on 10th November. All Councillors are invited to take part. Meet at the Town Hall at 9.10am, to join the parade at 9.30am.
 - Silent disco at the Watson Hall on 19th November. Tickets available on the door
 - The Mayor's fundraising event in August raised £700. The next event will be in November.

- 19/20 - 063 To approve the Minutes of the meeting held on 8th July 2019**
It was RESOLVED to approve the Minutes of the meeting held on 8th July.
Proposed by Cllr Aldridge, seconded by Cllr Brennan.

- 19/20 - 064 Matters arising from the Minutes – for information only**

18/19-382 – Reduction in speed limit on Bredon Road - Deferred to October meeting.

19/20 -020 The Almshouse Trust – The second individual is also happy to continue being the Town Council representative.

19/20-039 Balance sheets – The old financial system is unable to carry figures from year to year where descriptions on cost centres have changed. **Action:** Town Clerk to circulate the balance sheets for comparison from financial years 18/19 and 17/18

19/20-048 – Heritage Action Zone Funding Support – complete.

19/20-054 – Community Right to Bid – Environment & Amenities Committee has submitted the bid covering the Town Centre car parks.

- 19/20 - 065 To note the following Committee Minutes:**
Buildings & Moorings – 27th June & 31st July 2019
Environment & Amenities – 2nd July 2019
Planning – 12th & 26th June, 24th July 2019
Finance – 19th June & 25th July 2019
Severn Ham – 6th June & 18th July 2019

The above minutes were noted.

The minutes from Buildings & Moorings from 31st July were not available.

Action: Minutes to be added to October agenda.

B&M 19.025 – Future plans for the Watson Hall - Councillors agreed that a tour of the Watson Hall would be useful for all Councillors and they would like to see this report.

Action: Town Clerk to circulate the report and arrange a tour.

Finance 19.07 – List of items for public participation – How is the committee dealing with the list of items? **Action:** Town Clerk advised they would be followed up at next Finance meeting.

Finance 19.33 – Purchase of bicorn and tricorn hats – Cllr Sztymiak enquired about the cost. **Action:** Town Clerk to send information across to Cllr Sztymiak.

19/20 - 066 To receive Councillor reports for Tewkesbury Borough Council & Gloucestershire County Council

Cllr Workman provided an update from Tewkesbury Borough Council regarding:

- Climate Emergency proposal
- New Director of Garden Town Programme – Jonathan Dibble
- Grant funding for community groups – contact Martha Mundy

Cllr Cromwell provided an update from Gloucestershire County Council regarding:

- Climate Change Strategy
- Local Transport Plan
- Task group on taxi licencing

19/20 - 067 To receive the expenditure reports for June & July 2019

The expenditure reports for June & July 2019 were received.

Councillors asked about the expenditure on credit card fees, as this had not been seen previously. The Town Clerk advised that as we now take card payments and are running more events, every card payment currently shows separately. With the new financial system there will just be one entry each day.

A Councillor asked about the redacted name on the expenditure report. The Town Clerk advised that under GDPR individuals names cannot be released in the public domain. The new finance system will show use the company name instead.

19/20 - 068 To receive an update on the new finance system

The finance system was installed in mid-August and all financial transactions from April are being entered manually. The July reconciliation is currently being worked on. The new booking system is being installed on 11th September and it is expected that the reports from the new system will be available for the October Full Council meeting.

19/20 - 069 To receive the bank reconciliation for June 2019

The bank reconciliation for June 2019 was received.

19/20 - 070 To discuss the updated hire rates and terms and conditions for the Town Council buildings

The updated hire rates and terms had been discussed with representatives from Buildings & Moorings Committee. There is a guide price for rates but it is then tailored accordingly. This ensures the venues maximise their income whilst remaining affordable for groups and individuals. This is a similar process to other halls in the local area and the updated terms and conditions are on the website. Tewkesbury Town Parish residents receive a 20% discount for non-commercial events.

Action: Town Clerk to circulate the hire charges to Councillors.

Councillors asked how did the Council know that 'mates rates' are not being offered. It was advised that the internal control check carries out spot checks on bookings and compares similar bookings to ensure that rates are comparable. In the last financial check they were in line with each other.

19/20 - 071 To receive an update from the Town Council Climate Change Working Group
Cllr Cody provided an update. The first meeting was held on 7th August. The initial focus is on buildings owned by the Town Council, but also to encourage others, lead the way and make connections. The group discussed a wide range of areas including energy usage, waste, plastic free communities, insulation, cleaning materials, best practice, nature mapping, air quality and many others.

Immediate actions

- Registered with Terracycle re: recycling schemes
- Cycle paths – working with the County Council
- LED street lighting – all the main street lighting in Tewkesbury is now LED
- Composting food waste – wormery going into the Town Hall garden
- Water refill point – Town Hall is becoming a refill point
- Investigating green gas supplier

Second meeting to be held at beginning of October.

19/20 - 072 To consider a proposal from Cllr Aldridge that Tewkesbury Town Council declare a Climate Emergency

It was RESOLVED that Tewkesbury Town Council declares a Climate Emergency. Proposed by Cllr Aldridge, seconded by Cllr Cody.

19/20 - 073 To consider a proposal from Cllr Cody that paper meeting packs are not printed as standard procedure, but are only printed for those who opt in to receive them, in order to reduce paper wastage

Councillors discussed the current usage of paper and that the office is happy to receive meeting packs back in to recycle, as well as securely recycling confidential documents.

It was RESOLVED that paper meeting packs will not be printed as standard procedure, but will only printed for those who opt in to receive them, in order to reduce paper wastage.

Proposed by Cllr Cody, seconded by Cllr Sztymiak. Cllr Aldridge abstained.

19/20 - 074 To consider a proposal from Cllr Cody that Tewkesbury Town Council becomes a plastic free community

Cllr Cody amended the proposal to 'That Tewkesbury Town Council becomes a single use plastic free community'. It was seconded by Cllr Smith.

Cllr Brennan proposed a second amendment 'That Tewkesbury Town Council will work towards making Tewkesbury Town Council a plastic free community'. Acknowledging that some alternatives to plastic can be expensive and it should not be at the expense of the tax payer.

It was RESOLVED that Tewkesbury Town Council will work towards making Tewkesbury Town Council a plastic free community.
Proposed by Cllr Brennan, seconded by Cllr Danter.

Cllr Smith left the meeting at 7.24pm.

19/20 - 075 To nominate internal control checkers

Cllr Danter volunteered to become an internal control checker.

19/20 - 076 To receive reports from members representing the Town Council on outside bodies

Cllr Raywood provided an update from the GAPTC AGM, at which the motion from Tewkesbury Town Council was passed.

Cllr S Raywood also attended the recent GRCC and TTRP meetings and provided an update.

19/20 - 077 To approve the payments list

It was RESOLVED to approve the payments list.

A total expenditure of £16,379.02 was authorised on the payments list.

Proposed by Cllr Aldridge, seconded by Cllr Brennan.

Cllrs asked questions about the cost of repairs to the Mayoral Chain. Cllrs were advised that the repairs had been approved by the Finance Committee and Full Council and the money to finance it had been put away over two years and that the repair cost is minor compared the cost of replacement. Cllr Cody objected to the cost.

Cllrs also asked questions about the following:

- Wedding event hire – this was the hire of crockery for a wedding, which was reimbursed by the hirer.
- Where the replacement grit bin had been placed? On the junction of Queens’s Road and York Road.
- Vale Pianos – had to hire a piano as a booking had been taken for a choral workshop last year.
- Play Rangers – it was felt that this was money well spent and the level of engagement had been excellent.

19/20 - 078 To consider and agree grant applications from outside bodies

It was RESOLVED to award a grant of £1000 to the Manor Players of Tewkesbury

Proposed by Cllr Sztymiak, seconded by Cllr Danter

It is to be stipulated that it should be used towards the hire of the Watson Hall.

Tewkesbury Christmas Lights requested a grant of £1000.

Cllr Aldridge proposed an amendment to award £1250.

Cllr Carter seconded the amendment but the motion was not carried.

It was RESOLVED to award a grant of £1000 to the Tewkesbury Christmas Lights.

Proposed by Cllr Sztymiak, seconded by Cllr Rudge.

19/20 - 079 Correspondence

Wednesday 30th October 2019 1:30 – 4:45pm at Stroud College
GRCC event exploring the practical action than can be taken by Council's that have declared a climate emergency to make a positive difference and to reduce our impact on the environment.

NALC – Chief Executive's bulletin – Encouraging Councillors to complete their research into May's local elections. The survey closes on 27th September.

PPNP AGM - Tuesday 24th September at 6.30pm at the Jubilee II Neighbourhood Centre.

GMTF - Reminder of the AGM at GL3 Hub on 26th September 2019 at 7pm.

19/20 - 080 Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following items on the agenda

It was RESOLVED that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following items on the agenda.

Proposed by Cllr S Raywood, seconded by Cllr Brennan.

19/20 - 081 To receive an update from the Town Clerk on the money claim served on the Town Council on 11th April 2019

The Town Clerk provided an update on the money claim.

There being no further business, the meeting closed at 8.17 pm.

Signature of Chairman upon approval of the minutes 14th October 2019